SMALL BUSINESS MANAGEMENT
ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

DESCRIPTION: Self-employment is the goal of many individuals and one method of achieving this goal is to own a business. This program is designed to specifically help students prepare to manage a small firm. Students will gain a general business background with an emphasis on salesmanship, applied accounting, management, business, law, marketing, and retailing.

GENERAL EDUCATION REQUIREMENTS CREDITS: 15
ENG 111 or ENGLISH COMPOSITION I (3/3) or
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112 or ENGLISH COMPOSITION II (3/3) or
ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)
ECN 231 Economics (Micro) (3/3)
PLS 221 or AMERICAN GOVERNMENT REQUIREMENT (3/3)
PLS 222 or
HST 221 & HST 222
SPE 121 SPEECH COMMUNICATION (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 37
BUS 121 INTRODUCTION TO BUSINESS (3/3) A
BUS 122 PERSONAL SELLING (3/3) A
BUS 123 PRINCIPLES OF ACCOUNTING I (4/4) A
BUS 125 or higher BUSINESS MATH (3/3) or higher math
BUS 127 PRINCIPLES OF MANAGEMENT (3/3) A
BUS 128 SMALL BUSINESS MANAGEMENT (3/3) A
BUS 221 BUSINESS LAW I (3/3) A
BUS 222 BUSINESS LAW II (3/3) A
BUS 235 HUMAN RESOURCES MANAGEMENT (3/3) A
BUS 241 PRINCIPLES OF MARKETING (3/3) A
BUS 248 BUSINESS COMMUNICATIONS (3/3) A
CIS 120 INTRODUCTION TO MICROCOMPUTERS (3/4)

SUGGESTED ELECTIVES CREDITS: 12
BUSINESS ELECTIVE: CHOOSE 2 COURSES/6 CREDITS FROM:
BUS 115, 116, 117 FOUNDATIONS IN PERSONAL FINANCE (3/3)
BUS 229 ADVERTISING (3/3)
BUS 233 MANAGEMENT & SUPERVISORY LEADERSHIP (3/3)
BUS 262 PROJECT MANAGEMENT (3/4)
BIS 140 PROOFREADING & EDITING FOR BUS PROF (3/4)

COMPUTER ELECTIVE: CHOOSE 3 CREDITS FROM:
BUS 255 BUSINESS APPLICATION SOFTWARE (3/4)
BUS 257 COMPUTERIZED ACCOUNTING SYSTEMS (1/5/2)
CIS 140 INTRODUCTION TO MICROSOFT CLIENT OS (3/4)
CIS 151, 152, 153 WORD PROCESSING (3/3.75)

ELECTIVE: CHOOSE 3 CREDITS FROM:
CIS 171, 172, 173 SPREADSHEETS I, II, III (3/3.75)
CIS 240 MULTIMEDIA PRESENTATIONS (3/4)
CIS 241 INTRODUCTION TO WEB DESIGN & MGT (3/4)

MINIMUM 64 CREDIT HOURS/65.5 CONTACT HOURS

NOTES:
A Included in occupational specialty.
GPA of 2.0 or higher must be maintained in occupational specialty courses

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SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 19
BUS 121 INTRODUCTION TO BUSINESS (3/3)
BUS 123 PRINCIPLES OF ACCOUNTING (4/4)
BUS 125 or higher BUSINESS MATH (3/3) OR higher math
CIS 120 INTRODUCTION TO MICROCOMPUTERS (3/4)
ENG 111 or ENGLISH COMPOSITION I (3/3) or
ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)

YEAR 1 (SPRING SEMESTER) CREDITS: 15
ENG 112 or ENGLISH COMPOSITION II (3/3) or
ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)
BUS 122 PERSONAL SELLING (3/3)
BUS 127 PRINCIPLES OF MANAGEMENT (3/3)
COMPUTER ELECTIVE (3/3.75)
PLS 221 or AMERICAN GOVERNMENT REQUIREMENT (3/3)
PLS 222 or
HST 221 & HST 222
SPE 121 SPEECH COMMUNICATION (3/3)

YEAR 2 (FALL SEMESTER) CREDITS: 15
BUS 221 BUSINESS LAW (3/3)
BUS 241 PRINCIPLES OF MARKETING (3/3)
BUSINESS ELECTIVE (3/3)
ECN 231 Economics (Micro) (3/3)
SPE 121 SPEECH COMMUNICATION (3/3)

YEAR 2 (SPRING SEMESTER) CREDITS: 15
BUS 128 SMALL BUSINESS MANAGEMENT (3/3)
BUS 222 BUSINESS LAW (3/3)
BUS 248 BUSINESS COMMUNICATIONS (3/3)
BUS 235 HUMAN RESOURCES MANAGEMENT (3/3)
BUSINESS ELECTIVE (3/3)